

APPENDIX B

- DEVELOPMENT AGREEMENT REQUEST FORM (B-1)**
- CCC REQUEST FORM (B-2)**
- FAC REQUEST FORM (B-3)**
- STANDARDS REVISION REQUEST FORM (B-4)**

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To: Supervisor of Long Term Engineering
City of St. Albert, Engineering Services
5 St. Anne Street
St. Albert, AB T8N 3Z9

Date: _____

Subdivision File No.: _____

Note: Consultant to complete checklist in Section 1 on Page 2 of this form.

Subdivision/Project Name: _____

Approval Date: _____

Legal Name of Party Entering Into Development Agreement: _____

Representative Name: _____ Phone: _____

Mailing Address: _____ Email: _____

Name of Consultant Making Submission: _____

Representative Name: _____ Phone: _____

Email: _____

I _____ of the firm _____ (Consultant)

**hereby certify that the Design has been completed in accordance with the City of St. Albert's
Municipal Engineering Standards and the requirements of all governmental or other public
authorities having jurisdiction.**

Signature _____ Date: _____

TO BE COMPLETED BY THE CITY

Reviewed By: _____

Signature: _____ Date: _____

Development Agreement Request: Accepted: Rejected:

Reason for Rejection (attach additional pages if necessary): _____

**Appendix B-1
Development Agreement Request Form**



Development Agreement Process:

- 1) The following information must be provided with this request form:

City	Consultant	
<input type="checkbox"/>	<input type="checkbox"/>	Five (5) full size printed sets of the detailed design drawings conforming to Section 2.0 of the Standards. Engineering drawings shall be signed and sealed by a professional engineer licensed to practice in the Province of Alberta;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of the current certified true copies (originals) of all certificate of titles within the development area;
<input type="checkbox"/>	<input type="checkbox"/>	Five (5) full size printed sets of the Plan of Survey (fold to 8½"x11" size);
<input type="checkbox"/>	<input type="checkbox"/>	One (1) set of the construction specifications.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the anticipated schedule for construction activities;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of the construction cost estimate;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) itemized list of expected cost recoveries, complete with cost breakdown;
<input type="checkbox"/>	<input type="checkbox"/>	A letter, certified by a Professional Engineer confirming that all information previously submitted as part of the ASP is still up-to-date and accurate. The City Engineer may still require the submission of additional technical information if it has not already been provided via the ASP;
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all plans, forms, and reports associated with approvals, permits, licenses, and/or agreements required by all government, public, or private authorities with jurisdiction over the work, as applicable; and
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all documents, drawings, and other information required in Adobe Acrobat (PDF) format provided on CD-Rom or DVD-Rom. A copy of the detailed design drawings shall be provided in AutoCAD and Adobe Acrobat (PDF) format. A copy of all design tables from the drawings must be provided in MSExcel format.
<input type="checkbox"/>	<input type="checkbox"/>	One (1) copy of all computer simulation models provided on CD-Rom or DVD-Rom.
<input type="checkbox"/>	<input type="checkbox"/>	\$4,500.00 per ha.* subdivision development inspection fee.
<input type="checkbox"/>	<input type="checkbox"/>	\$4,040.00 development agreement fee.
<input type="checkbox"/>	<input type="checkbox"/>	Will pay \$100/ha for LRT/BRT Fund.
<input type="checkbox"/>	<input type="checkbox"/>	Will not pay \$100/ha for LRT/BRT Fund.
- 2) The City shall prepare the draft Development Agreement upon receipt and review of all required information. Upon completion, draft agreement will be issued to the applicant for review.
- 3) The applicant shall submit Offsite Levies, Letter(s) of Credit and Certificate of Insurance to the City. Certificates must be in a format acceptable to the City prior to execution of the Development Agreement.
- 4) The Development Agreement will then be issued by the City for the applicant's execution. The signed and sealed Development Agreement, complete with all required ancillary documents, must be returned to the City before the City shall execute the Development Agreement.

Please note that Engineering drawings must be stamped accepted by the City before the City will execute the Development Agreement.

- 5) Administration shall prepare report with recommendations to the City Engineer.
- 6) Following execution of the Development Agreement by the City, one copy of the Development Agreement and Capital Recreation Agreement shall be forwarded to the applicant.

Note: Third reading of Land Use Bylaw Amendment and Subdivision Approval are required prior to entering into a Development Agreement.

Additional information on these and other procedures is available upon request:

- Subdivision review procedures for endorsement.
- Development agreement monitoring including LOC reductions, maintenance periods, and project compliance certificates.

For more information:
 General DA Inquires: Supervisor Long Term Engineering at 780-459-1619
 Legal Inquiries: City Solicitor at 780-459-1611

- Per hectare (ha.) subdivision development inspection fee is calculated as Net Developable Land, which is Developable Land less MR, ER, and arterial roads.
- Subdivision development inspection fee and development agreement fee are both established annually under Master Rates Bylaw 1/82, Schedule U.



Development Agreement / Permit: _____

Developer: _____

Development Agreement / Permit Date: _____

Contractor: _____

Local Improvement(s): _____

Location of Local Improvement(s) referred to herein is as shown, outlined in red, on the plan on the reverse hereof. (Or see attached)

Date of Application: _____

Pursuant to the Development Agreement / Permit, I _____ of the firm _____ "Consulting Engineers", hereby certify that the Local Improvement(s) work noted herein is complete as defined by the Development Agreement / Permit, and constructed as far as can be practically ascertained according to the City of St. Albert Municipal Engineering Standards in compliance with the requirements of the Development Agreement / Permit. I, hereby recommend this Local Improvement(s) for approval.

Project Engineer (Consulting Engineering Firm) Date _____

Signing Officer (Consulting Engineering Firm) Date _____

Authorized City Inspector Date _____

Approved on: _____
City Engineer

Rejected on: _____
City Engineer

Reason For Rejection: (See attached report) _____

I hereby certify that the items listed as reasons for rejection have been corrected.

Project Engineer (Consulting Engineering Firm) Date _____

Approved: _____
City Engineer Date _____

Date of Maintenance Period to Start: _____

Date of Maintenance Period to Expire: _____

**Appendix B-2
CCC Request Form**

Municipal Engineering Standards



- 1) The following information must be provided with this request form:
- City Consultant
- One (1) copy of a report summarizing the results of all testing and inspections conducted. The report shall verify that the surface grading requirements have been met within a defined tolerance. The report shall be duly signed and sealed by a professional engineer licensed to practice in the Province of Alberta. In addition to the preceding, the report must specifically include the following:
 - One (1) copy of the AESRD application to extend water distribution, wastewater collection and storm drainage systems, <http://esrd.alberta.ca/water/forms-applications/drinking-water-and-wastewater-facility-approvals-and-registrations-process.aspx> ;
 - Report summarizing the results of hydrostatic pressure testing;
 - Report summarizing the results of cleaning and disinfection of new water mains;
 - Bacteriological test results for new water mains;
 - Closed-circuit television (CCTV) videos and inspection logs for new sewer mains, complete with summary report;
 - Summary of ball test results for services installed by trenchless methods;
 - Infiltration/exfiltration test results for new sewer mains, where such has been directed by the City; and
 - Any previously rejected CCC applications, if applicable.
 - Six (6) copies of all applicable operation and maintenance manuals (Where applicable)

such notification. (Weather and ground conditions permitting) Should the City note any remaining outstanding deficiencies at subsequent CCC inspections, the CCC inspection cycle shall repeat until all deficiencies are corrected to the satisfaction of the City. Where more than two CCC inspections are necessary due to the Developer's inability to correct outstanding deficiencies to the satisfaction of the City, the City reserves the right to charge a special inspection fee to the Developer to recover the costs to the City for excessive reinspections.

- 5) The City will issue the CCC upon satisfactory inspection of the site and acceptance of all required submissions.
- 6) The warranty period shall start upon the City's issuance of the Construction Completion Certificate and shall be effective the date of the inspection which showed all deficiencies have been rectified.
- 7) Any CCC inspections occurring after October 15 will require an extended warranty period as outlined below:
 - a. Underground – 18 Months
 - b. Surface – 30 Months
 - c. Private Landscaping – 18 Months
 - d. Public Landscaping – 30 Months

Submit application to:
 Development Supervisor at 780-459-1654
 Engineering Inspections at 780-459-1654
 Landscape Inspections at 780-459-1654

- 2) Within 60 days of receipt of CCC Request Form, provided all requirements are met in order to process the application, the City shall schedule a CCC inspection. (Weather and ground conditions permitting.) The Consultant and all applicable contractors shall attend the CCC inspection(s) with the City's representative.
- 3) At the discretion of the City, the City may grant reasonable requests to conduct inspections on portions of the Development in advance of the application for the CCC in order to identify and address any potential deficiencies in underground infrastructure prior to the commencement of construction of surface improvements. The City shall not be obliged to issue a partial CCC on any completed works inspected in this manner. The CCC will be issued only upon completion of all infrastructure and improvements identified within the Development Agreement.
- 4) Where the CCC inspection reveals deficiencies to be corrected, the Consultant shall provide a list of such deficiencies to the Developer and City within two weeks of the inspection date. The Developer shall be responsible for immediately correcting such deficiencies and notifying the City when such is complete. The City shall conduct another CCC inspection within 30 days of



Development Agreement / Permit: _____

Developer: _____

Development Agreement / Permit Date: _____

Contractor: _____

Local Improvement(s): _____

Location of Local Improvement(s) referred to herein is as shown, outlined in red, on the plan on the reverse hereof. (Or see attached)

Date of Application: _____

Pursuant to the Development Agreement / Permit, I _____ of the firm _____ "Consulting Engineers", hereby certify that as of the above date, the said Local Improvement(s) meets all the requirements for Final Acceptance as specified by the Development Agreement / Permit, and I hereby recommend this Local Improvement(s) for Final Acceptance.

Project Engineer (Consulting Engineering Firm) Date _____

Signing Officer (Consulting Engineering Firm) Date _____

Authorized City Inspector Date _____

Approved on: _____
City Engineer

Rejected on: _____
City Engineer

Reason For Rejection: (See attached report) _____

I hereby certify that the items listed as reasons for rejection have been corrected.

Project Engineer (Consulting Engineering Firm) Date _____

Approved: _____
City Engineer Date _____

Date of Maintenance Period to Expire: _____

Final Acceptance Certificate Process:

- 1) The warranty period will expire when the City has issued the Final Acceptance Certificate. The Developer shall be responsible to correct any defects or deficiencies in design, material, and/or installation that are noted during the warranty period. Refer to Article 1.21 of the Standards for the warranty periods of various infrastructure.
- 2) Plan of record drawings must be submitted, at least six (6) months prior to the Final Acceptance Certificate (FAC) deadline.

City Consultant

- | | | |
|--------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | As-built drawings submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | As-built drawings accepted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Record drawings submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | Record drawings accepted. |

- 3) Upon the Consultant's inspection of the work to ensure that the constructed infrastructure is free of defects or deficiencies in design, material, and/or installation, apply to the City for a FAC. FAC request forms must be submitted to the City at least six (6) weeks prior to the expiry of the warranty period to prevent delay in administration of the FAC.
- 4) The following information must be provided with this request form:

City Consultant

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) copy of the AESRD application to extend water distribution, wastewater collection and storm drainage systems, http://esrd.alberta.ca/water/forms-applications/drinking-water-and-wastewater-facility-approvals-and-registrations-process.aspx ; |
| <input type="checkbox"/> | <input type="checkbox"/> | In accordance with Article 6.28 and 7.39 of the Standards, provide one (1) copy of the written CCTV inspection report for final wastewater and storm sewer inspections, including still photographs and video footage of the inspections. |
| <input type="checkbox"/> | <input type="checkbox"/> | Reports summarizing the results of any special testing, inspection, or other activities to be completed by the Developer for the FAC, in accordance with the Standards, Development Agreement, and/or by special instruction from the City. |
| <input type="checkbox"/> | <input type="checkbox"/> | Infrastructure summary tables as follows: <ul style="list-style-type: none"> ▪ Roadway length summary by type/subtype; ▪ Walkway length summary by road type; ▪ Curb and gutter length summary by road type; ▪ Water main length summary by diameter and material; ▪ Hydrant summary, total public and private; ▪ Water main fitting totals by type; ▪ Water main valve total by type; ▪ Water service curb stop total; ▪ Wastewater main length summary by diameter and material; |

- Wastewater manhole total number and vertical metreage;
 - Storm main length summary by diameter and material;
 - Foundation drain discharge collection sewer length summary by diameter and material;
 - Stormwater manhole total number and vertical metreage;
 - Catch basin manhole total number and vertical metreage;
 - Catch basin total number by type;
 - Oil and grit interceptor total number by type;
 - Swale length summary; and
 - Culvert length summary by diameter.
- Any previously rejected CCC applications, if applicable.
- 5) The City shall conduct the FAC inspection within one month of the FAC deadline.
 - 6) Where the FAC inspection reveals deficiencies to be corrected, the Consultant shall provide a list of such deficiencies to the Developer and the City within two (2) weeks. The Developer shall be responsible for immediately correcting such deficiencies and notifying the City when such is complete. The City shall conduct another FAC inspection within two weeks of such notification. Should the City note any remaining outstanding deficiencies at subsequent FAC inspections, the FAC inspection cycle shall repeat until all deficiencies are corrected to the satisfaction of the City. Where more than two FAC inspections are necessary due to the Developer's inability to correct outstanding deficiencies to the satisfaction of the City, the City reserves the right to charge a special inspection fee to the Developer to recover the costs to the City for excessive reinspections.
 - 7) The warranty period will be extended indefinitely until all outstanding deficiencies are corrected by the Developer to the satisfaction of the City.
 - 8) The City will issue the FAC upon satisfactory inspection of the site and acceptance of all required submissions.

Submit application to:
 Development Supervisor at 780-459-1654
 Engineering Inspections at 780-459-1654
 Landscape Inspections at 780-459-1654